



REQUEST FOR PROPOSAL (RFP)

For

Professional Services Relating to Pedestrian and Bicycle Improvements

CLOSING DATE: July 18th, 2011 at 10:00 a.m.

FORMAT: Hard copy, bound/stapled and signed

NUMBER OF COPIES: Three (3) Hard Copies and One (1) electronic copy in .PDF format on CD in sealed envelopes marked with Proposal for Professional Services Relating to Pedestrian and Bicycle Improvements.

SUBMIT TO: Teri Koerth
Executive Director
Airline Improvement District

Mailing address
P.O. Box 38460
Houston, TX 77238-8460

Physical delivery
Looper, Reed & McGraw P.C.
1300 Post Oak Blvd., Suite 2000
Houston, Texas 77056
C/o Stephen Cooney

Contact information
Phone: (281) 757-1788
Fax: (281) 757-1788
Email: tkoerth@airlinedistrict.org

Those responding to this solicitation may elect to either mail or personally deliver their proposals to the addresses listed above. Failure to submit the required number of copies as stated above may result in disqualification from the proposal process. The Airline Improvement District (the "District") will not accept any proposals delivered by telephonic, electronic or facsimile means.

The deadline for the submittal of proposals is no later than 10:00am on July, 18th, 2011, (the "Submittal Deadline"). The District shall date-time stamp all proposals upon receipt. Proposals will not be accepted after the Submittal Deadline. Respondents may submit their proposal to the District any time prior to the Submittal Deadline.

Submission of a proposal will constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP. Respondents, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP at the time a proposal is submitted to the District.

ADDITIONAL INFORMATION AND SPECIFICATIONS

Requests for additional information and questions should be in written form and addressed to Teri Koerth, Executive Director, Airline Improvement District at tkoerth@airlinedistrict.org or faxed to 281 757-1788, no later than July 1st, 2011 at 5:00 PM local time. All questions and answers will be compiled and posted on the Airline Improvement District website. Proposers shall be notified of any changes in the specifications contained in this Request for Proposal on the Airline Improvement District website.

BACKGROUND

The District is a political subdivision of the State of Texas and was created by House Bill #1458 in the 79th Regular Session of the Texas Legislature. The bill creating the District took effect June 17, 2005. The District is located completely within unincorporated Harris County and is solely within a portion of the 77037 zip code. The District is predominately urban with some facets of suburban and rural landscape. It is approximately four (4) square miles, has approximately 16,000 residents and is north of Downtown Houston. The District is surrounded by the City of Houston but is outside its corporate limits. The District's mission is to supplement government services to improve the overall quality of the District and its desirability for residents, consumers and businesses.

In a combined effort with the Houston-Galveston Area Council ("H-GAC"), the District completed a Pedestrian and Bicyclist Special District Study in March, 2009 (the "Study"). The Study identified projects to improve pedestrian and bicyclist safety within the District's boundaries.

OBJECTIVE

The District is seeking proposals from qualified firms to provide engineering services for a project consisting of eleven (11) pedestrian and bicyclist improvements which were among the twenty-seven (27) recommendations identified in the Pedestrian and Bicyclist Special District Study. The District has secured funding through the H-GAC's Transportation Improvement Program (TIP) which is subject to the terms and conditions of an Advanced Funding Agreement between the District and the Texas Department of Transportation ("TxDOT").

PROJECT AREA

The project area focuses on pedestrian-bicyclist safety and access management projects within the District's boundaries which is generally bounded by West Road to the North, Canino and Carby to the South, Sweetwater to the West and the Hardy Toll Road/County limits to the East.

PROJECT SCOPE OF WORK

The District is requesting proposals from qualified firms to provide engineering services for eleven (11) roadway improvements that were among twenty-seven (27) improvements identified in the Study. The Study was completed in partnership with H-GAC and is available for review on the H-GAC website at www.h-gac.com.

The scope of work includes all plans, specification and cost estimates (PSE) for the improvements described below and further described in the Study referenced above.

1. Airline Drive Sidewalks Section A (Code #1)
2. Airline Drive Sidewalks Section B (Code #2)
3. Airline Drive Sidewalks Section C (Code #3)
4. Aldine Mail Sidewalks (located at the end of the study as a memorandum)
5. Canino Road Sidewalks (Code #8)
6. Airline Drive Crosswalks (Code #10)
7. Airline Drive Medians (Code #11)
8. Bicycle Parking Areas (Code #P2)
9. Bus Shelters at existing stops (Code #4)
10. Modify Intersection at Gulf Bank and Sweetwater (Code #20)
11. Upgrade Signalized Intersections Group E – Airline Drive (Code #19)

The development of the preliminary engineering shall include, but not be limited to:

- Preparing the environmental assessment
- Right of way mapping
- Property descriptions
- Performing field surveys
- Preparing a drainage study
- Conducting public meeting/hearings as necessary

The engineering plans must be developed in accordance with the applicable requirements and policies of TxDOT. The consultant selected shall be subject to approval by TxDOT.

PROPOSAL CONTENTS AND SPECIFICATIONS

Respondents should include the information described in Sections A-G below. The proposal is limited in length to twenty (20) 8 ½ x 11 inch pages, single sided with attachments or appendices:

A. Cover Letter

This letter should include a brief summary of key aspects of the respondent's qualifications. The letter should also include the primary contact name, mailing address, telephone number, and email address for each firm in respondent's proposed team. Respondent should also include pertinent references who can attest as to respondent's qualifications in like projects.

B. Project Work Program and Schedule

The respondent should detail its approach to undertaking the tasks listed in this RFP. A recommended methodology for performance of each task identified in the scope of work should be included, along with a timeline for completion. This timeline should also illustrate key milestones and anticipate necessary meetings with District staff and/or TxDOT.

C. Project Organization and Management

A project organization and management plan should be developed. The plan should include project staffing with an indication of the personnel to be involved and their respective roles. A general summary of the approach to be used in accomplishing the work should be given. The respondent should describe functions and responsibilities of the firms and staff involved. Proposals should clearly delineate all individuals, by names and titles that will be working on the project and their areas of responsibility. If substitutes or back-up personnel are planned on a contingency basis, they should be indicated in the proposal. The prime contract signatory should be specified, with title, to facilitate the preparation of the contract.

D. Disadvantaged Business Enterprise (DBE)

The respondent shall comply with the Disadvantaged/Minority Business Enterprise Program requirements established in 49 CFR Part 26 for third party contracting opportunities, and respondent should be aware that the District must comply with 23 CFR Part 172, and Texas Government Code 2254 Subchapter A. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the proposals. However, nothing in this provision shall be construed to require the utilization of any DBE firm that is either unqualified or unavailable. The DBE goal in effect for this project is fifteen percent (15%).

E. Title VI Requirements, EEO and Conflict of Interests/Debarment

Successful respondents will be required to demonstrate compliance with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued hereunder (49 C.F.R. part 21).

Equal Employment Opportunity – Successful respondents will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Proposals should state whether there is a potential conflict of interest and be cognizant of the requirement for executing a debarment certification stating that they have not been barred from doing work involving federal funds. A signed Debarment, Lower Tier Debarment and Lobbying Certifications will be required for each of the consultant team members prior to contract execution.

F. Budget

Funding for this contract is dependent on the Advance Funding Agreement between the District and TxDOT. The District may also seek contributions of funds from other entities for the project and reserves the right to expand the total budget and scope of the contract accordingly.

G. Responsibility and Qualifications

The project manager and other key staff members of respondent must be specified and a clear indication given as to their involvement in the project, the amount of time they will be on-site and the percent of their time dedicated to this project. Brief resumes of staff members should be included. The successful respondent to this RFP must understand they are expected to provide qualified personnel to accomplish each portion of the project. Substitutions for essential personnel involved in the project will not be allowed without the District's prior approval and resulting delays will be the responsibility of the consultant. The District retains the right to request the removal of any personnel found, in the District's

opinion, to be unqualified to perform the work. Respondents should describe specific work experience similar to that described in this RFP and provide experience with TxDOT to include a brief summary of the project, site location and firm's role.

IN SUMMARY

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other pertinent information.

EVALUATION PROCEDURES

A Proposal Evaluation Team consisting of the Executive Director of the District and any other person selected by the Board will review the responses to the RFP received by the Submittal Deadline, using the Evaluation Criteria described in the following section. The Proposal Evaluation Team shall evaluate the Proposals and make their recommendation to the Board. The Proposal Evaluation Team reserves the right to contact respondents for clarification of information submitted and to contact references to obtain information regarding past performance, reliability, and integrity.

Consortiums, joint ventures, or teams submitting proposals will not be considered responsive to this RFP unless they have demonstrated in a "management plan" that all contractual responsibility rests solely with one "prime" contractor or legal entity of the "team". A duly authorized official of the prime respondent must sign the cover letter and other pertinent certifications.

EVALUATION CRITERIA

The proposal evaluation criteria for the ranking (and possible short-listing) of the consultant will include:

Similar Work Experience (25%)

The respondent must have demonstrated similar work experience to that described in this RFP which has been performed by the respondent. The respondent must be familiar with TxDOT'S specifications and procedures and be familiar with bike and pedestrian improvement projects.

Work Load Approach (25%)

The proposal must delineate an effective approach to achieving project objectives. Consultant (team) should provide a project schedule and timeline for achieving key milestones.

Past Performance (10%)

The Consultant (team) must have a demonstrated track record of timely performance, quality and integrity, as evidenced by a list of client references.

Staffing Capabilities (30%)

The Consultant (team) must have a qualified Project Manager. The proposal must demonstrate an effective organizational structure. Key personnel assigned to the project must possess necessary qualifications and be available to perform the work.

Other Elements (10%)

The Proposal Evaluation Team may also evaluate other elements in the proposal that it deems pertinent to the Consultant's (team) capability to perform the required tasks.

CONTRACT AWARD

Evaluation team scores for each RFP respondent will be averaged using a methodology of the District's choosing. The ranked respondents may be reduced to a shortlist of no less than two and no more than four by score. The District reserves the right to NOT conduct interviews with the short-listed respondents.

A recommendation will be presented to the District's Board of Directors for approval to negotiate, and execute, a contract with the ranked Consultants (teams) in descending order. The targeted date for Board approval is **July 28th, 2011**. The District reserves the right to delay that date as needed and to reject any and all proposals as deemed in its interest.

COMPLIANCE WITH FEDERAL REGULATIONS

Respondent's attention is called to the fact that any contract between the District and the selected respondent(s) is subject to the financial assistance agreement between the District and the Texas Department of Transportation (TxDOT) titled Local Transportation Project Advance Funding Agreement for Bicycle and Pedestrian Improvements CSJ# 0912-00-424. The contract to be awarded, therefore, is subject to the terms of this agreement. The District will be required to submit a copy of the consultant's contract to TxDOT for approval prior to the consultant starting work. The respondent will be required to comply with, in addition to other provisions of the agreement, the conditions required by applicable federal or state regulations.